



Welcome to the IFSQN FSSC 22000 Food Safety Management System Implementation Package Start Up Guide which will guide you through the contents of the package. This updated 2022 Package includes:

Food Safety Management System Procedures

A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word format

Prerequisite Programme Template Procedures

A comprehensive set of editable Prerequisite Programme Template Procedures written in Microsoft Word format

Food Safety Record Templates

Training

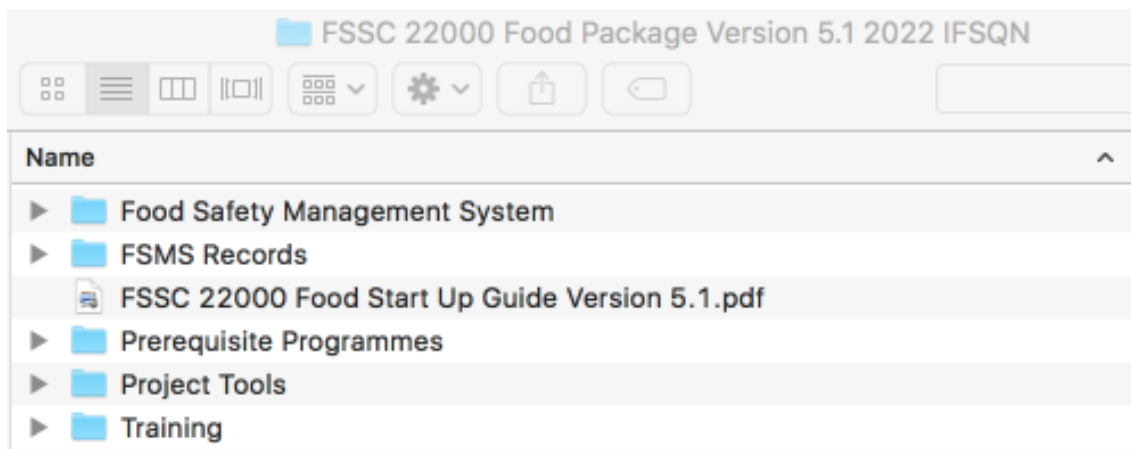
An extensive set of IFSQN PowerPoint Training Presentations

Implementation Assistance

A range of tools that assist in developing your Food Safety Management System including instructions, guidance and Free technical support

[Click here to order the IFSQN FSSC 22000 Certification Package Now](#)

**When you download the package, you will find this start up guide and 5 folders containing the package documents:**



**Your first job is to buy a copy of:**

**[ISO 22000 Food safety management systems -- Requirements for any organization in the food chain](#)**

**and**

**[ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing](#)**

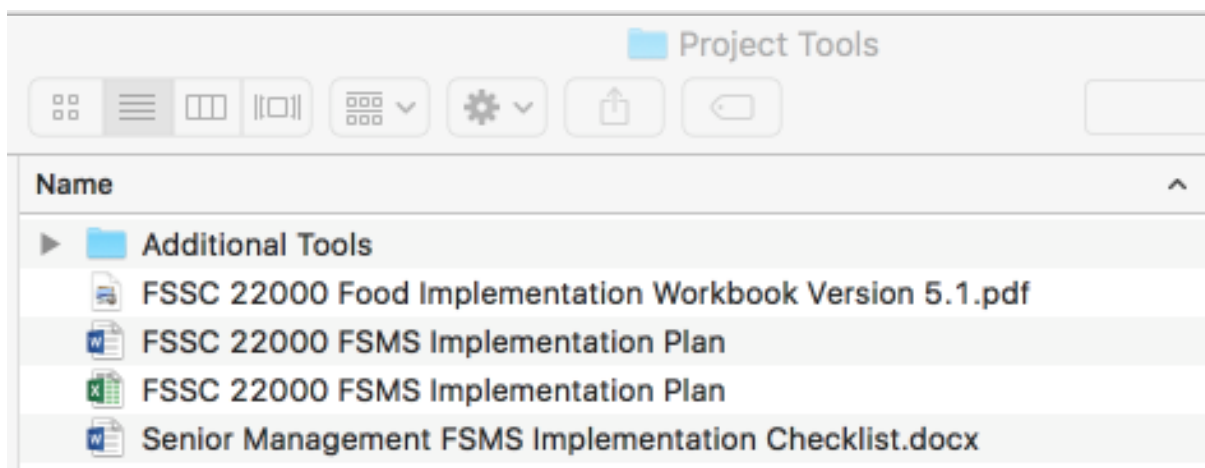
**Standards from ISO.**

**Also download CODEX [RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE](#)**

**(free to download)**

**Also download the [FSSC 22000 Certification Scheme](#) Version 5.1 documents (free to download)**

**Start by opening the Project Tools folder:**



# IFSQN FSSC 22000 Food Safety Management System Start Up Guide

There is the **FSSC 22000 FSMS Implementation Plan** which can be used to plan the development of your Food Safety Management System

Excel and Word Project Planner template copies are supplied.

Task	Start	End
1. Top Management: The organisation purchases a copy of the ISO 22000:2018 standard	2018-01-01	2018-01-01
2. Top Management: Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.	2018-01-01	2018-01-01
3. Top Management: Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.	2018-01-01	2018-01-01
4. Top Management: Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.	2018-01-01	2018-01-01
5. Top Management: Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions.	2018-01-01	2018-01-01
6. Top Management: Top Management plan the actions required to demonstrate leadership and commitment with respect to the FSMS.	2018-01-01	2018-01-01
7. Top Management: Top Management establish, implement, communicate and maintain a food safety policy.	2018-01-01	2018-01-01
8. Top Management: Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood.	2018-01-01	2018-01-01
9. Top Management: Top Management appoint the Food Safety Team and the Food Safety Team Leader.	2018-01-01	2018-01-01
10. Top Management: Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed.	2018-01-01	2018-01-01
11. Top Management: Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions.	2018-01-01	2018-01-01
12. Top Management: Top Management establish food safety objectives.	2018-01-01	2018-01-01
13. Top Management: Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.	2018-01-01	2018-01-01

Step	Responsible Team	Implementation Task
1	Top Management	The organisation purchases a copy of the ISO 22000:2018 standard
2	Top Management	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.
3	Top Management	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.
4	Top Management	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.
5	Top Management	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions
6	Top Management	Top Management plan the actions required to demonstrate leadership and commitment with respect to the FSMS
7	Top Management	Top Management establish, implement, communicate and maintain a food safety policy
8	Top Management	Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood
9	Top Management	Top Management appoint the Food Safety Team and the Food Safety Team Leader
10	Top Management	Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed
11	Top Management	Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions
12	Top Management	Top Management establish food safety objectives
13	Top Management	Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.

Document Reference FSSC 8 ISO 22000:2018 Implementation Plan  
Revision 1 22nd June 2018  
Owned by: Production Manager  
Authorised By: Technical Manager

The main document in the folder is the **New FSSC 22000 Food Implementation Workbook Version 5.1**



This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to ISO 22000 Certification



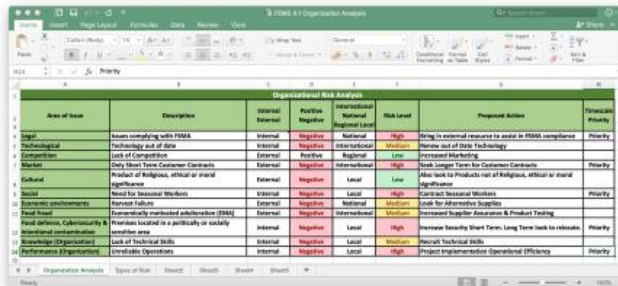
## The workbook includes extensive Top Management and Food Safety Team Implementation Guidance

ISO 22000 Food Safety Management System Implementation Workbook

**Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS**

Top Management need to determine the internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management should out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

This analysis can be carried out using the FSMS 4.1 Organization Risk Analysis Tool included in the package:



Area of Issue	Description	Organizational Risk Analysis		Risk Level	Proposed Action	Timescale Priority	
		Internal	External				
Legal	Issues complying with FSMS	Internal	Negative	National	High	Being in external required to abide in FSMS compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Review out of date Technology	Priority
Operational	Lack of Competence	Internal	Positive	Regional	Low	Increased Marketing	Priority
Market	Only Short Term Customer Contracts	Internal	Negative	International	High	Look longer term for Customer Contracts	Priority
Cultural	Product of Religious, ethnic or moral significance	Internal	Negative	Local	Low	Also look to Products out of Religious, ethnic or moral significance	Priority
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic Environment	External Inflation	Internal	Negative	National	Medium	Look for alternative Suppliers	Priority
Food Fraud	Externally embedded adulteration (FSMA)	Internal	Negative	International	Medium	Increased Supplier Assurance & Product Testing	Priority
Food defence, Cybersecurity & intentional contamination	Provision located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term, Long Term look to relocate	Priority
Knowledge (Organizational)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	Priority
Performance (Organizational)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

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The Implementation Workbook includes a final Self-Assessment Checklist to ensure that you meet the requirements of ISO 22000, ISO 22002-1 and FSSC 22000 Certification Scheme Additional Requirements.

ISO 22000 Implementation Workbook 2018.pdf (page 98 of 167)

ISO 22000 Food Safety Management System Implementation Workbook

Assess the Food Safety Management System

The Steering Group need to allocate responsibility to assess if the established Food Safety Management System meets the requirements of the ISO 22000 standard, TS ISO 22002 and CODEX Guidelines using the checklists provided.

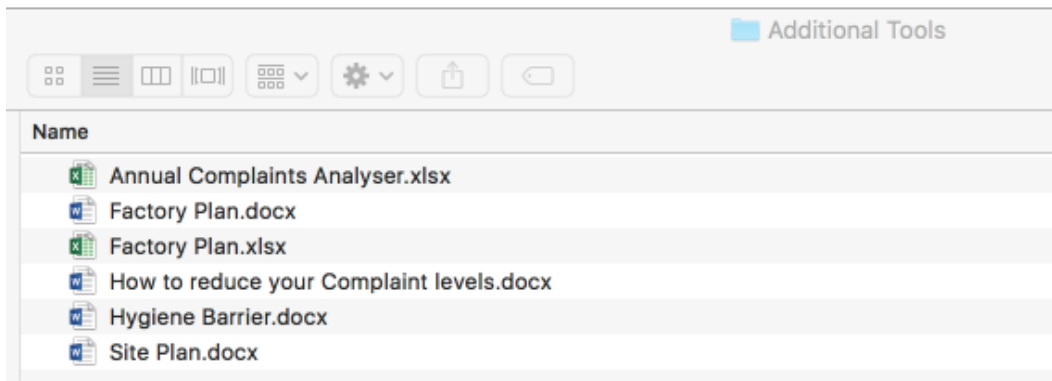
ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
<b>4 Context of the organization</b>	
<b>4.1 Understanding the organization and its context</b>	
Has the organization determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its Food Safety Management System?	
Has the organization identified, reviewed and updated information related to these external and internal issues (legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization)? <i>See notes from the standard.</i>	
<b>4.2 Understanding the needs and expectations of interested parties</b>	
To ensure that the organization has the ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements with regard to food safety, has the organization determined:	
- the interested parties that are relevant to the Food Safety Management System?	
- the relevant requirements of the interested parties of the Food Safety Management System?	
Does the organization identify, review and update information related to the interested parties and their requirements?	
<b>4.3 Determining the scope of the food safety management system</b>	

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ISO 22000 Food Safety Management System Implementation Workbook

Has the organization determined the boundaries and applicability of the Food Safety Management System to establish its scope?	
Does the scope specify the products and services, processes and production site(s) that are included in the Food Safety Management System?	
Does the scope include the activities, processes, products or services that can have an influence on the food safety of its end products?	
When determining this scope, has the organization considered:	
- the external and internal issues referred to in 4.1?	
- the requirements referred to in 4.2?	
Is the scope available and maintained as documented information?	
<b>4.4 Food safety management system</b>	
Has the organization established, implemented, maintained, updated and continually improved the Food Safety Management System?	

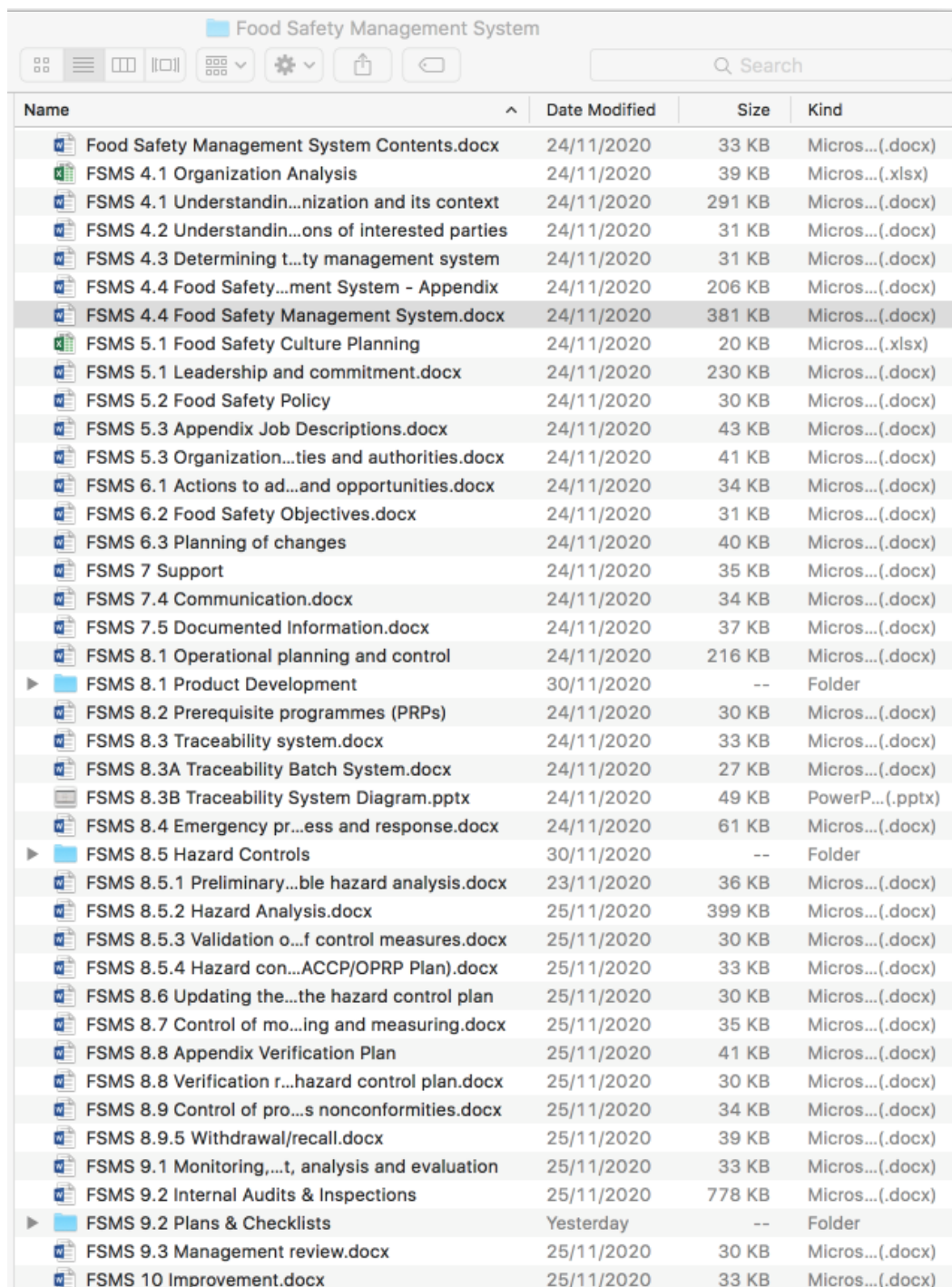
**There is also the Additional Tools folder to open:**



The tools are self-explanatory and include an Annual Complaints Analyser

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## **The next folder to open is the Food Safety Management System folder**

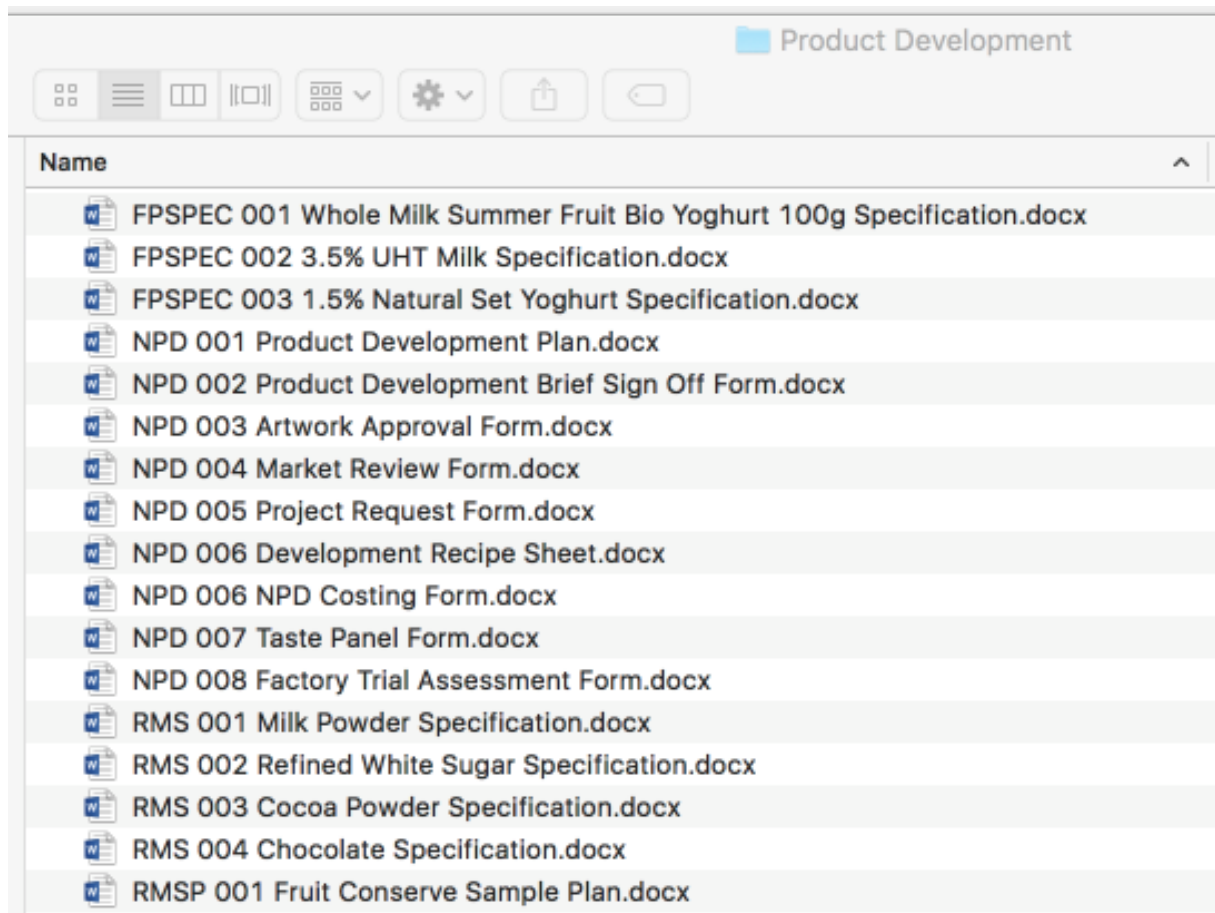


Name	Date Modified	Size	Kind
Food Safety Management System Contents.docx	24/11/2020	33 KB	Micros...(docx)
FSMS 4.1 Organization Analysis	24/11/2020	39 KB	Micros...(xlsx)
FSMS 4.1 Understandin...nization and its context	24/11/2020	291 KB	Micros...(docx)
FSMS 4.2 Understandin...ons of interested parties	24/11/2020	31 KB	Micros...(docx)
FSMS 4.3 Determining t...ty management system	24/11/2020	31 KB	Micros...(docx)
FSMS 4.4 Food Safety...ment System - Appendix	24/11/2020	206 KB	Micros...(docx)
FSMS 4.4 Food Safety Management System.docx	24/11/2020	381 KB	Micros...(docx)
FSMS 5.1 Food Safety Culture Planning	24/11/2020	20 KB	Micros...(xlsx)
FSMS 5.1 Leadership and commitment.docx	24/11/2020	230 KB	Micros...(docx)
FSMS 5.2 Food Safety Policy	24/11/2020	30 KB	Micros...(docx)
FSMS 5.3 Appendix Job Descriptions.docx	24/11/2020	43 KB	Micros...(docx)
FSMS 5.3 Organization...ties and authorities.docx	24/11/2020	41 KB	Micros...(docx)
FSMS 6.1 Actions to ad...and opportunities.docx	24/11/2020	34 KB	Micros...(docx)
FSMS 6.2 Food Safety Objectives.docx	24/11/2020	31 KB	Micros...(docx)
FSMS 6.3 Planning of changes	24/11/2020	40 KB	Micros...(docx)
FSMS 7 Support	24/11/2020	35 KB	Micros...(docx)
FSMS 7.4 Communication.docx	24/11/2020	34 KB	Micros...(docx)
FSMS 7.5 Documented Information.docx	24/11/2020	37 KB	Micros...(docx)
FSMS 8.1 Operational planning and control	24/11/2020	216 KB	Micros...(docx)
FSMS 8.1 Product Development	30/11/2020	--	Folder
FSMS 8.2 Prerequisite programmes (PRPs)	24/11/2020	30 KB	Micros...(docx)
FSMS 8.3 Traceability system.docx	24/11/2020	33 KB	Micros...(docx)
FSMS 8.3A Traceability Batch System.docx	24/11/2020	27 KB	Micros...(docx)
FSMS 8.3B Traceability System Diagram.pptx	24/11/2020	49 KB	PowerP...(pptx)
FSMS 8.4 Emergency pr...ess and response.docx	24/11/2020	61 KB	Micros...(docx)
FSMS 8.5 Hazard Controls	30/11/2020	--	Folder
FSMS 8.5.1 Preliminary...ble hazard analysis.docx	23/11/2020	36 KB	Micros...(docx)
FSMS 8.5.2 Hazard Analysis.docx	25/11/2020	399 KB	Micros...(docx)
FSMS 8.5.3 Validation o...f control measures.docx	25/11/2020	30 KB	Micros...(docx)
FSMS 8.5.4 Hazard con...ACCP/OPRP Plan).docx	25/11/2020	33 KB	Micros...(docx)
FSMS 8.6 Updating the...the hazard control plan	25/11/2020	30 KB	Micros...(docx)
FSMS 8.7 Control of mo...ing and measuring.docx	25/11/2020	35 KB	Micros...(docx)
FSMS 8.8 Appendix Verification Plan	25/11/2020	41 KB	Micros...(docx)
FSMS 8.8 Verification r...hazard control plan.docx	25/11/2020	30 KB	Micros...(docx)
FSMS 8.9 Control of pro...s nonconformities.docx	25/11/2020	34 KB	Micros...(docx)
FSMS 8.9.5 Withdrawal/recall.docx	25/11/2020	39 KB	Micros...(docx)
FSMS 9.1 Monitoring,...t, analysis and evaluation	25/11/2020	33 KB	Micros...(docx)
FSMS 9.2 Internal Audits & Inspections	25/11/2020	778 KB	Micros...(docx)
FSMS 9.2 Plans & Checklists	Yesterday	--	Folder
FSMS 9.3 Management review.docx	25/11/2020	30 KB	Micros...(docx)
FSMS 10 Improvement.docx	25/11/2020	33 KB	Micros...(docx)

The Food Safety Management System Package contains comprehensive top level Food Safety Management procedure templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

# IFSQN FSSC 22000 Food Safety Management System Start Up Guide

There is comprehensive product development documentation:



**AFC**

**Product Development Plan**

Stage	Responsibility	Date	Signed
<b>STAGE 1: Product Brief</b>			
- Product Brief supplied to NPD			
- Critical path generation			
<b>STAGE Complete &amp; Authority to Move to Next Stage</b>			
New Product Development Manager	Yes/No	Date	Signed

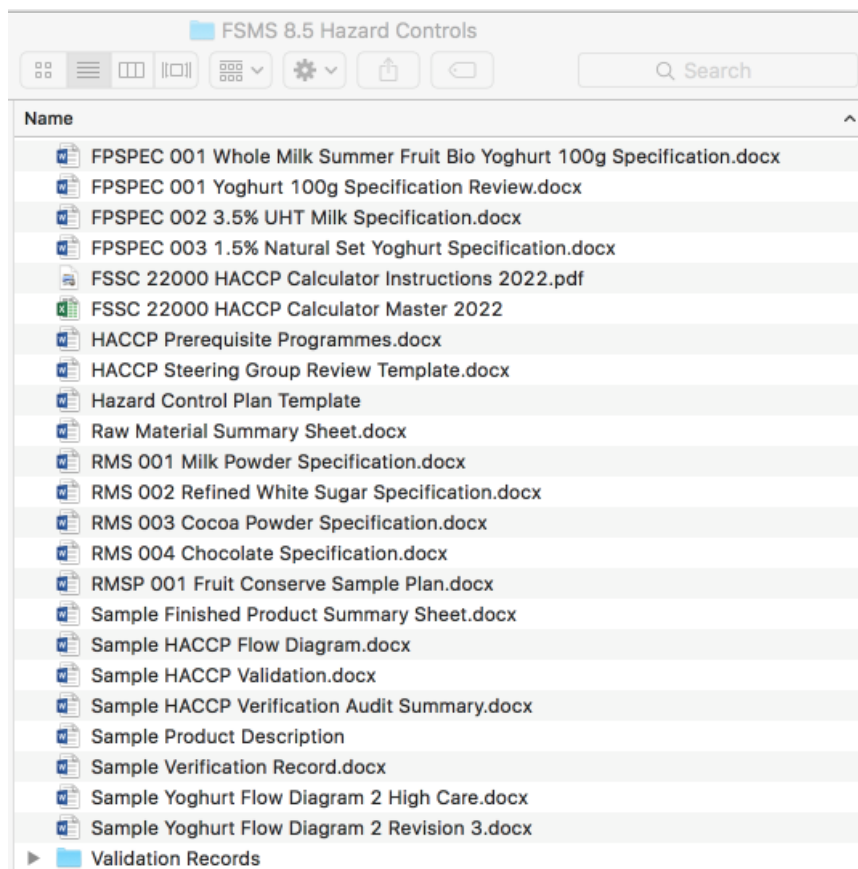
Stage 2	Responsibility	Date	Signed
<b>STAGE 2: Kitchen work stage</b>			
- Specification sent for New Ingredients			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Technical against the Spec			

Document Reference Product Development Plan NPD 001  
Revision 1. 31<sup>st</sup> August 2017  
Owned by: Product Development Manager  
Authorised By: General Manager

Page 1 of 9      607 Words      75%



## **The next folder to open is the FSMS 8.5 Hazard Controls Folder**



The HACCP System is defined in the following Food Safety Management System documents:

FSMS 8.5.1 Preliminary steps to enable hazard analysis

FSMS 8.5.2 Hazard analysis

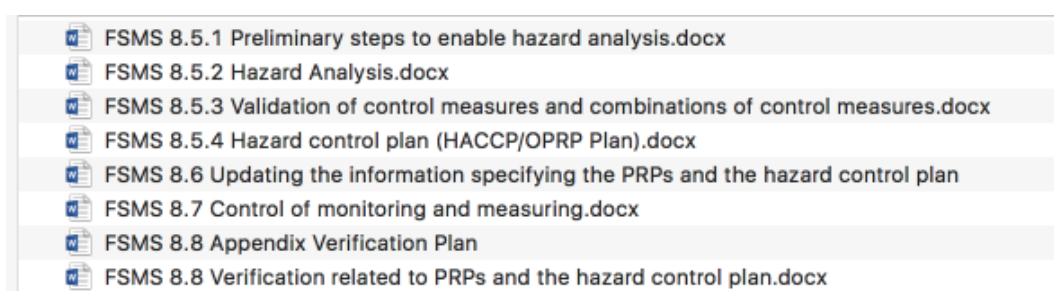
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures

FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)

FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan

FSMS 8.7 Control of monitoring and measuring

FSMS 8.8 Verification related to PRPs and the hazard control plan



**The FSMS 8.5 Hazard Controls** folder contains supplementary ISO HACCP Manual documents, the **HACCP Calculator ISO 22000 2022 & Instructions**.

The Food Safety Team should see the relevant Training presentations and read the HACCP Calculator ISO 22000 2020 Instructions before using the HACCP Calculator ISO 22000 2022.

**AFC** ISO 22000 HACCP Calculator Instruction

Confirm your decisions if Control Measures are to be implemented as CCPs, OPRPs or PRPs by ticking the appropriate box.

Document Reference ISO 22000 HACCP Calculator Instruction 1  
Revision 1 7<sup>th</sup> July 2018  
Owned by: Technical Manager  
Authorised By: General Manager

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General

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ISO 22000 HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Assessment of control measures

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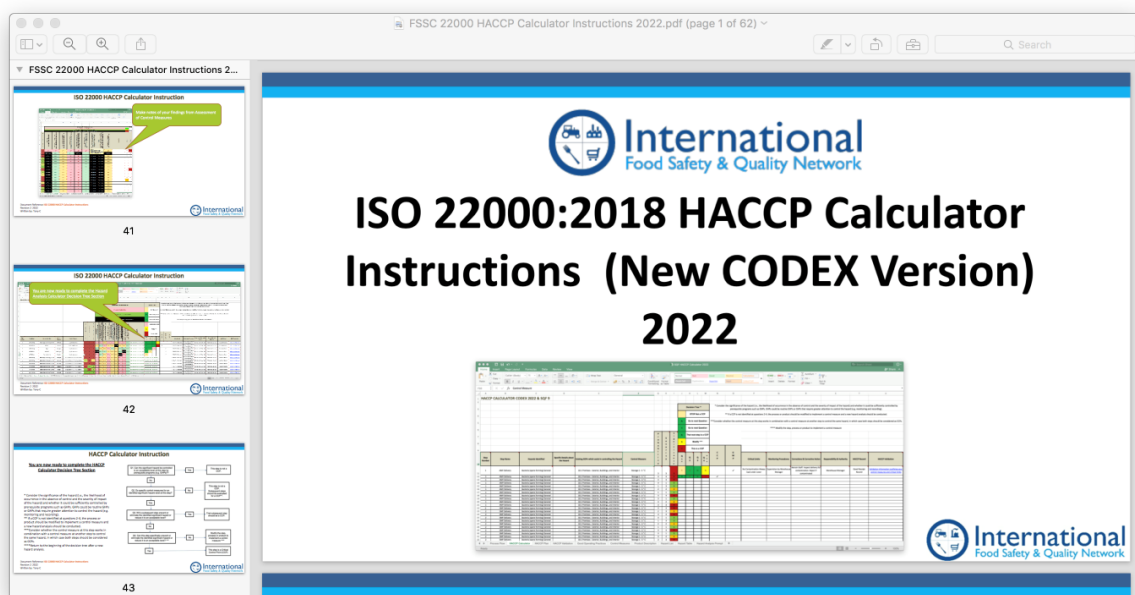
## How does the ISO 22000 HACCP Calculator help?

The ISO 22000 HACCP Calculator assists the Food Safety Team in implementing a Hazard Control System compliant with ISO 22000 Section 8.5 Hazard control from Process Flow Steps to the Hazard Control Plan including:

- ✓ 8.5.2 Hazard analysis
- ✓ 8.5.2.2 Hazard identification and determination of acceptable levels
- ✓ 8.5.2.3 Hazard assessment
- ✓ 8.5.2.4 Selection and categorization of control measure(s)
- ✓ 8.5.4 Hazard control plan (HACCP/OPRP Plan)

The ISO 22000 HACCP Calculator provides the Food Safety Team with a system to assess each of the control measures selected and formulating a Hazard Control Plan of Critical Control Points and Operational Prerequisite Programmes as per the new requirements in ISO 22000:2018 and in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition HACCP System and Guidelines for its Application.

The decision-making process and results of the selection and categorization of the control measures is maintained as documented information by the ISO 22000 HACCP Calculator.

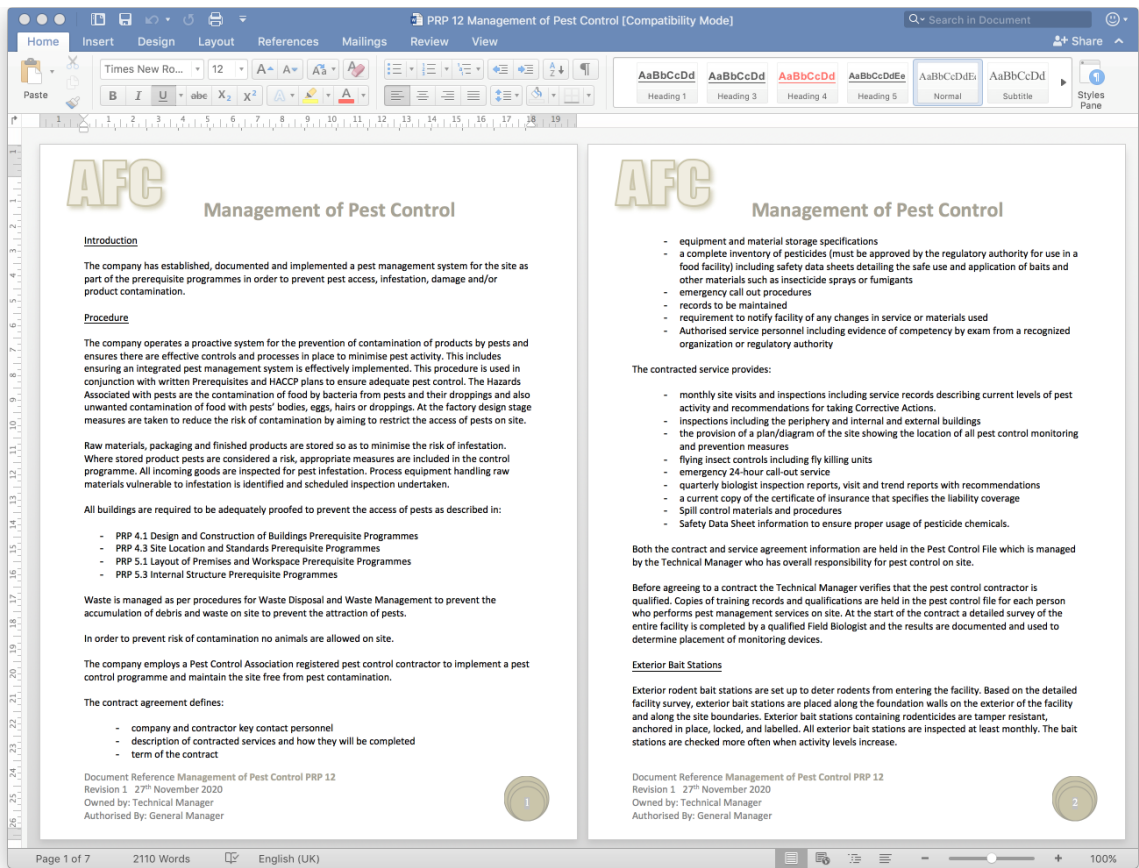


There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards and including those defined in Technical Specification ISO 22002:2009 Part 1 Prerequisite programmes on food safety for food manufacturing:

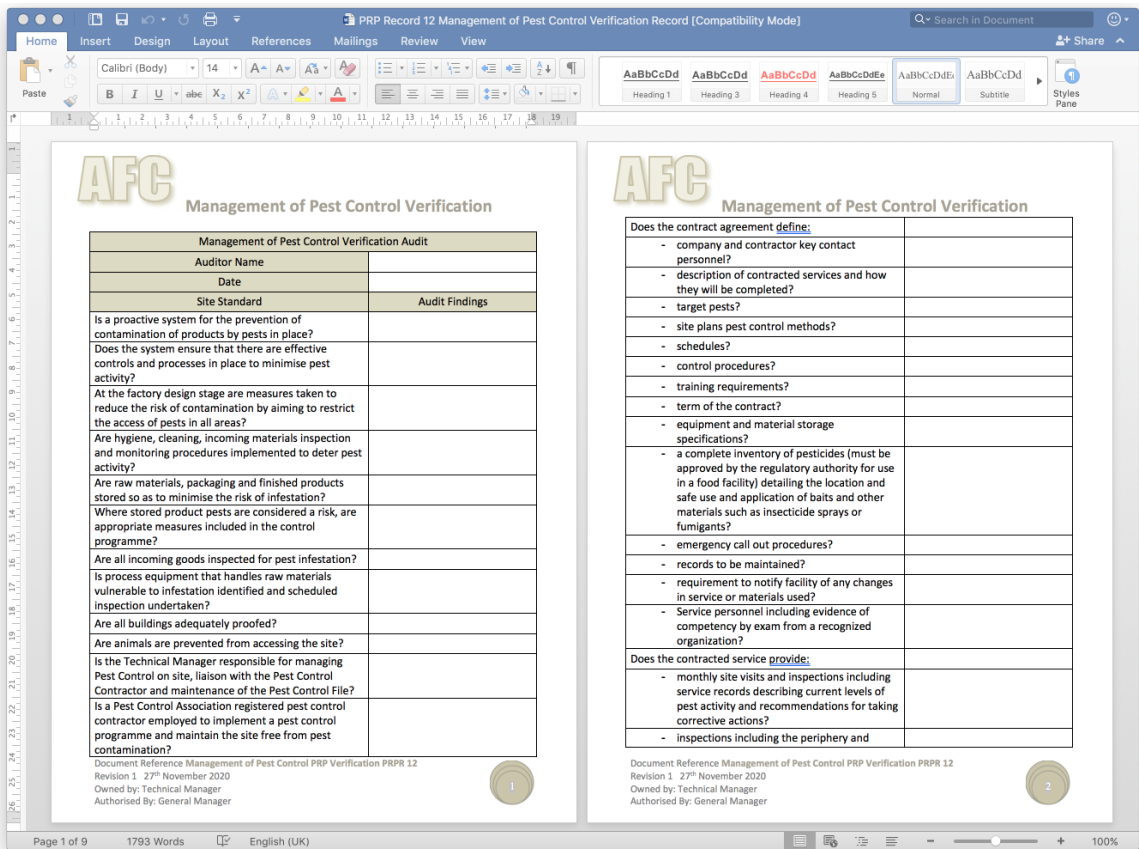
- PRP 4.1 Design and Construction of Buildings
- PRP 4.2 Environment Prerequisite Programmes
- PRP 4.3 Site Location and Standards
- PRP 5.1 Layout of Premises and Workspace
- PRP 5.2 Internal Design and Layout
- PRP 5.3 Internal Structure
- PRP 5.4 Equipment Design and Location
- PRP 5.5 Laboratory Facilities
- PRP 5.5 Laboratory Manual
- PRP 5.6 Temporary Structures and Vending Machine Facilities
- PRP 5.7 Storage
- PRP 6.1 Site Services
- PRP 6.2 Control of Water Supply
- PRP 6.3 Control of Boiler Chemicals
- PRP 6.4 Control of Air Supply
- PRP 6.5 Control of Compressed Air and Gases
- PRP 6.6 Lighting
- PRP 7.1 Waste Management
- PRP 7.2 Waste Container Management
- PRP 7.3 Waste Disposal
- PRP 7.4 Drainage Systems
- PRP 8.1 Equipment Prerequisite Programmes
- PRP 8.2 Equipment Hygienic Design
- PRP 8.3 Food Contact Surfaces
- PRP 8.4 Monitoring Equipment
- PRP 8.5 Equipment Cleaning
- PRP 8.6 Maintenance Prerequisite Programmes
- PRP 8.6 Appendix Maintenance Procedure
- PRP 9 Supplier RA
- PRP 9.1 Purchasing Prerequisite Programmes
- PRP 9.2 Supplier Approval and Monitoring
- PRP 9.3 Control of Incoming Materials
- PRP 9.4 Food Fraud Prevention
- PRP 9.4A Food Fraud Assessments
- PRP 10.1 Prevention of Contamination
- PRP 10.2 Prevention of Microbiological Contamination
- PRP 10.3 Allergen Control
- PRP 10.3 Allergen Management System



# IFSQN FSSC 22000 Food Safety Management System Start Up Guide



There also corresponding Sample Verification Records.



































## Open the Operational PRPs Folder

(It is in the Prerequisite Programmes Folder with the PRP Documents)

Prerequisite Programmes				
Name	Size	Date Modified	Kind	
FSSC 22000 2018 FSMS Prerequisites Manual.docx	29 KB	24/11/2020	Micro...(.docx)	
Operational PRPs	--	12:10	Folder	
PRP 4.1 Design and Construction of Buildings.docx	26 KB	26/11/2020	Micro...(.docx)	
PRP 4.2 Environment Prerequisite Programmes.docx	26 KB	26/11/2020	Micro...(.docx)	
PRP 4.3 Site Location and Standards.docx	25 KB	26/11/2020	Micro...(.docx)	
PRP 5.1 Layout of Premises and Workspace.docx	26 KB	26/11/2020	Micro...(.docx)	
PRP 5.2 Internal Design and Layout.docx	28 KB	26/11/2020	Micro...(.docx)	
PRP 5.3 Internal Structure.docx	27 KB	26/11/2020	Micro...(.docx)	
PRP 5.4 Equipment Design and Location.docx	26 KB	26/11/2020	Micro...(.docx)	

Here you will find Sample Operational PRPs, Validation & Verification Records

Operational PRPs				
Q Search				
Name	^	Date Modified	Size	Kind
 OPRP 1 Hygiene Policy.docx		26/11/2020	30 KB	Micros...(docx)
 OPRP 2 Glass Policy.docx		26/11/2020	32 KB	Micros...(docx)
 OPRP 3 Ingredients Foreign Body Control Policy.docx		26/11/2020	28 KB	Micros...(docx)
 OPRP 4 Metal Detection.docx		26/11/2020	35 KB	Micros...(docx)
 OPRP 5 Nut Handling Procedure.docx		26/11/2020	29 KB	Micros...(docx)
 OPRP 6 Control of Knives.docx		26/11/2020	30 KB	Micros...(docx)
 OPRP 7 Control of Brittle Materials.docx		26/11/2020	31 KB	Micros...(docx)
 OPRP 8 Glass & Brittle Material Breakage Procedure.docx		26/11/2020	27 KB	Micros...(docx)
 OPRP 9 Control of First Aid Dressings.docx		26/11/2020	30 KB	Micros...(docx)
 OPRP 10 Monitoring of Cleaning Effectiveness.docx		26/11/2020	27 KB	Micros...(docx)
 OPRPR 1 Hygiene Policy Verification Record.docx		26/11/2020	30 KB	Micros...(docx)
 OPRPR 2 Glass Policy Verification Record.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPR 3 Ingredients Foreign Body Control Policy Verification Record.docx		26/11/2020	25 KB	Micros...(docx)
 OPRPR 4 Metal Detection Verification Record.docx		26/11/2020	27 KB	Micros...(docx)
 OPRPR 5 Nut Handling Procedure Verification Record.docx		26/11/2020	27 KB	Micros...(docx)
 OPRPR 6 Control of Knives Verification Record.docx		26/11/2020	27 KB	Micros...(docx)
 OPRPR 7 Control of Brittle Materials Verification Record.docx		26/11/2020	27 KB	Micros...(docx)
 OPRPR 8 Glass & Brittle Material Breakage Procedure.docx		26/11/2020	26 KB	Micros...(docx)
 OPRPR 9 Control of First Aid Dressings Verification.docx		26/11/2020	29 KB	Micros...(docx)
 OPRPR 10 Monitoring of Cleaning Verification Record.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 1 Hygiene Policy Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 2 Glass Policy Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 3 Ingredients Foreign Body Control Policy Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 4 Metal Detection Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 5 Nut Handling Procedure Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 6 Control of Knives Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 7 Control of Brittle Materials Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 8 Glass & Brittle Material Breakage Procedure Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 9 Control of First Aid Dressings Validation.docx		26/11/2020	28 KB	Micros...(docx)
 OPRPV 10 Monitoring of Cleaning Validation.docx		26/11/2020	28 KB	Micros...(docx)

OPRPV 10 Monitorin... Search in Document

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## AFC Monitoring of Cleaning Validation

<b>Product Category</b>	Freshly Prepared Sandwiches		
<b>Step Number</b>	7 Assembly		
<b>Hazard</b>	Contamination of food with food poisoning bacteria on dirty equipment		
<b>Control Measure</b>	Positive release of food contact equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		
Statistical Programmes		✓	
Mathematical Modelling		✓	
<b>Conclusion</b>			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/12/19.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference OPRPV 10 Monitoring of Cleaning Validation  
Revision 0 27<sup>th</sup> November 2020  
Owned by: Technical Manager  
Authorised By: General Manager

Page 1 of 1 122 Words 100%

**The next three folders contain supplementary documentation and tools to assist with specific Prerequisite Programmes**  
**(They are all in the Prerequisite Programmes Folder with the PRP Documents)**

## Open PRP 10.3 Allergen Management System Folder

There is comprehensive allergen management documentation and the Allergen Management Tool which assist PRP 10.3 Allergen Control:

PRP 10.3 Allergen Management System				
Name	Date Modified	Size	Kind	
Allergen Management Tool.xlsx	27/11/2020	92 KB	Micros...(.xlsx)	
Allergen Warning Label - Celery celeriac.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Cereals.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Crustaceans.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Eggs.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Fish.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Lupin.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Milk.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Molluscs	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Mustard.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Nuts.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Peanuts.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Sesame seeds.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Soya.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label - Sulphur dioxide and sulphites.docx	27/11/2020	16 KB	Micros...(.docx)	
Allergen Warning Label Colour Coding Summary.docx	27/11/2020	16 KB	Micros...(.docx)	
Finished Product Allergen Summary.docx	27/11/2020	30 KB	Micros...(.docx)	
PRP 10.3 Comprehensive Allergen Management System.docx	27/11/2020	2 MB	Micros...(.docx)	
QM Allergen Clean Validation.docx	27/11/2020	32 KB	Micros...(.docx)	
QM Allergen Clean Verification.docx	27/11/2020	31 KB	Micros...(.docx)	
QM Allergens.docx	27/11/2020	37 KB	Micros...(.docx)	
QM Appendix Ingredient Allergen Management - Colour Coding.docx	27/11/2020	28 KB	Micros...(.docx)	
Raw Material Allergen Summary Form.docx	27/11/2020	27 KB	Micros...(.docx)	
Supplier Ingredient Allergen Analysis Form.docx	27/11/2020	28 KB	Micros...(.docx)	

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ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

		Cross-Contamination Risk Assessment																				
Step Number	Step Name	Ingredient at Supplier	Supply Chain	Raw material Storage	Raw Material Handling	Processing Aids	Packaging	Air Particles Operations	Network	Intermediate Product	Intermediate Product Storage	Storage of Part Used Materials including	Storage of Part Used Materials including	Utensils	Production Area	Staff Movement	Protective Clothing	Cleaning Areas	CP Systems	Removal of waste	Transport	Comments
1	AMF Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
2	SMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
3	WMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
4	Culture Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
5	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
6	SMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
7	WMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
8	Culture Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
9	AMF Warming	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
10	AMF Decanting	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
11	Debaggging	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
12	Waste Bags Removed	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
13	Waste Drums Removed	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
14	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
15	AMF Warming	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
16	RO Water	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
17	RO Water Heating	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
18	Yoghurt Base Blending	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
19	Transfer & Holding	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
20	Filtration	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
21	Homogenisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
22	Pasteurisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
23	Cooling	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Gradient Entry

Product Ingredient Entry

Process Flow

Ing Cross Contamination RA

FP Cross Contamination RA

Process Flow RA Tool

Cross Contamination Control

Allergen Control Plan

Good Manufacturing Practice

## The next folder to open is the PRP 9 Supplier RA Folder

There are Supplier Assurance Documents and Supplier Risk Assessment Calculator to supplement:

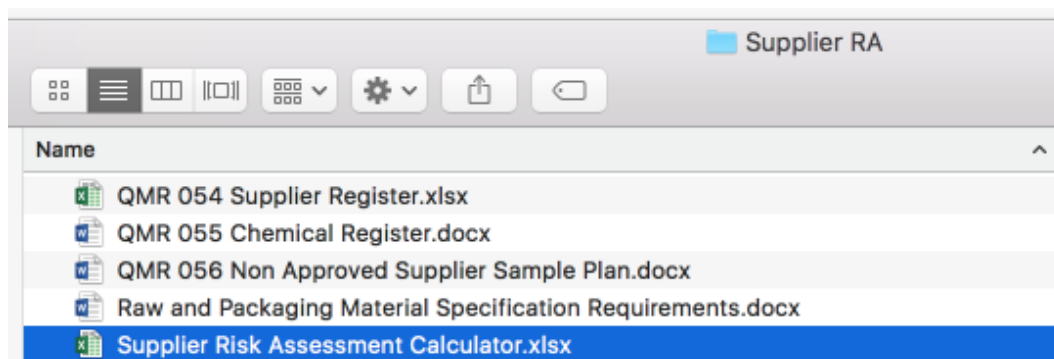
PRP 9.1 Purchasing Prerequisite Programmes

PRP 9.2 Supplier Approval and Monitoring

PRP 9.3 Control of Incoming Materials

PRP 9.4 Food Fraud Prevention

PRP 9.4A Food Fraud Raw Material Assessment Calculator



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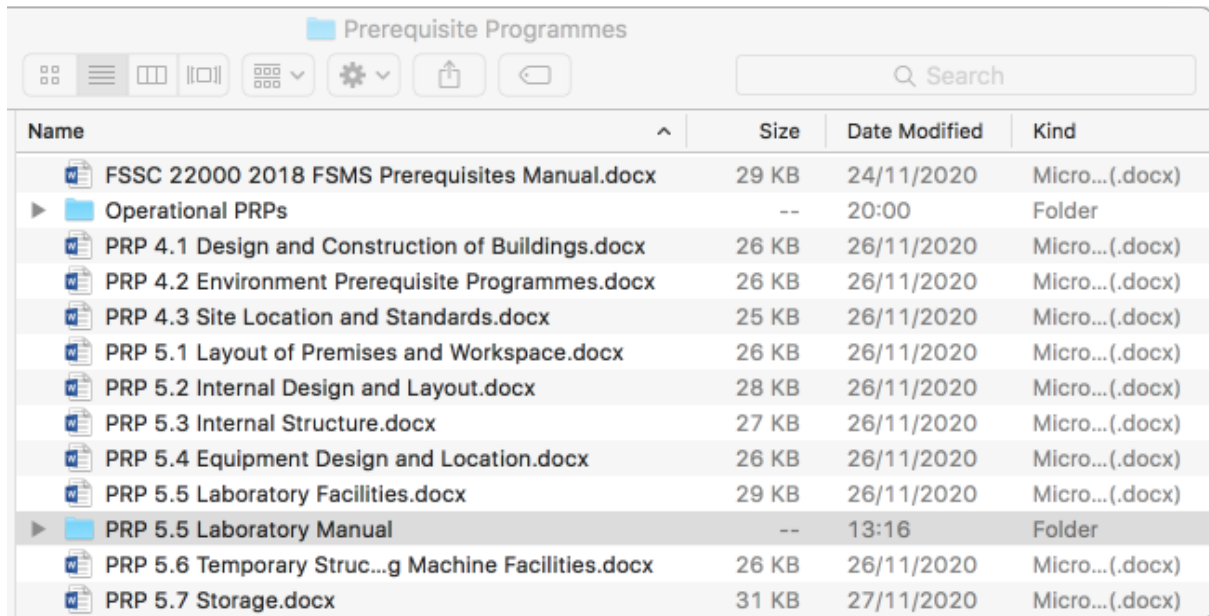
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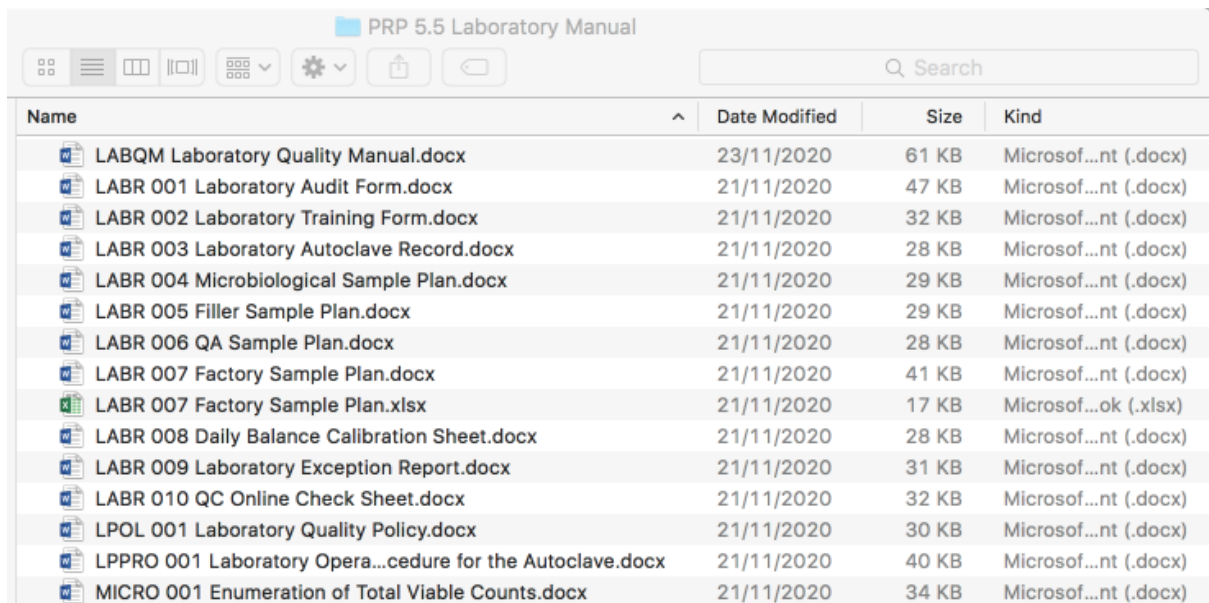


## **The next folder to open is PRP 5.5 Laboratory Manual Folder**



Name	Size	Date Modified	Kind
FSSC 22000 2018 FSMS Prerequisites Manual.docx	29 KB	24/11/2020	Micro...(.docx)
Operational PRPs	--	20:00	Folder
PRP 4.1 Design and Construction of Buildings.docx	26 KB	26/11/2020	Micro...(.docx)
PRP 4.2 Environment Prerequisite Programmes.docx	26 KB	26/11/2020	Micro...(.docx)
PRP 4.3 Site Location and Standards.docx	25 KB	26/11/2020	Micro...(.docx)
PRP 5.1 Layout of Premises and Workspace.docx	26 KB	26/11/2020	Micro...(.docx)
PRP 5.2 Internal Design and Layout.docx	28 KB	26/11/2020	Micro...(.docx)
PRP 5.3 Internal Structure.docx	27 KB	26/11/2020	Micro...(.docx)
PRP 5.4 Equipment Design and Location.docx	26 KB	26/11/2020	Micro...(.docx)
PRP 5.5 Laboratory Facilities.docx	29 KB	26/11/2020	Micro...(.docx)
PRP 5.5 Laboratory Manual	--	13:16	Folder
PRP 5.6 Temporary Struc...g Machine Facilities.docx	26 KB	26/11/2020	Micro...(.docx)
PRP 5.7 Storage.docx	31 KB	27/11/2020	Micro...(.docx)

This folder contains the Laboratory Quality Manual plus other documentation pertinent to Product Sampling, Inspection and Analysis.



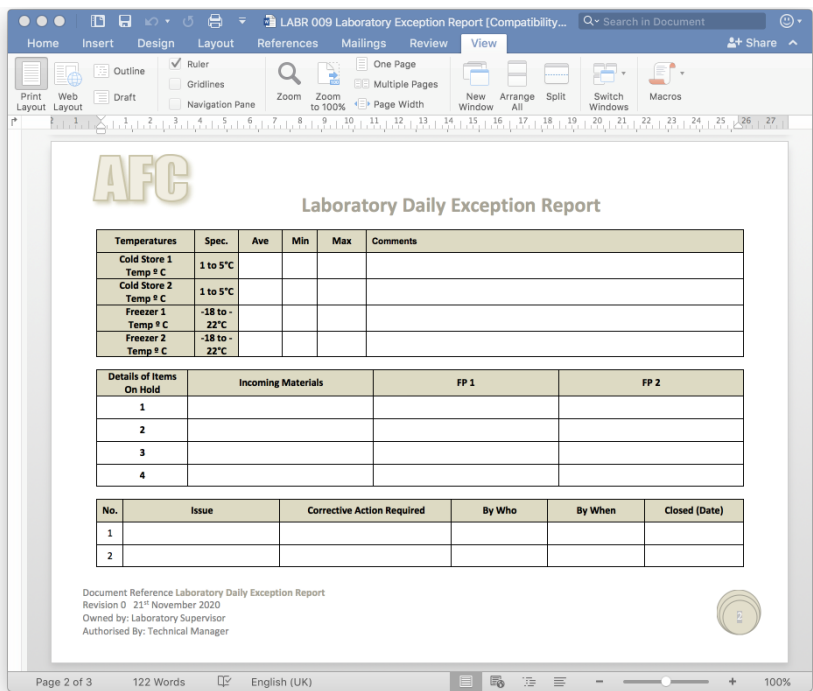
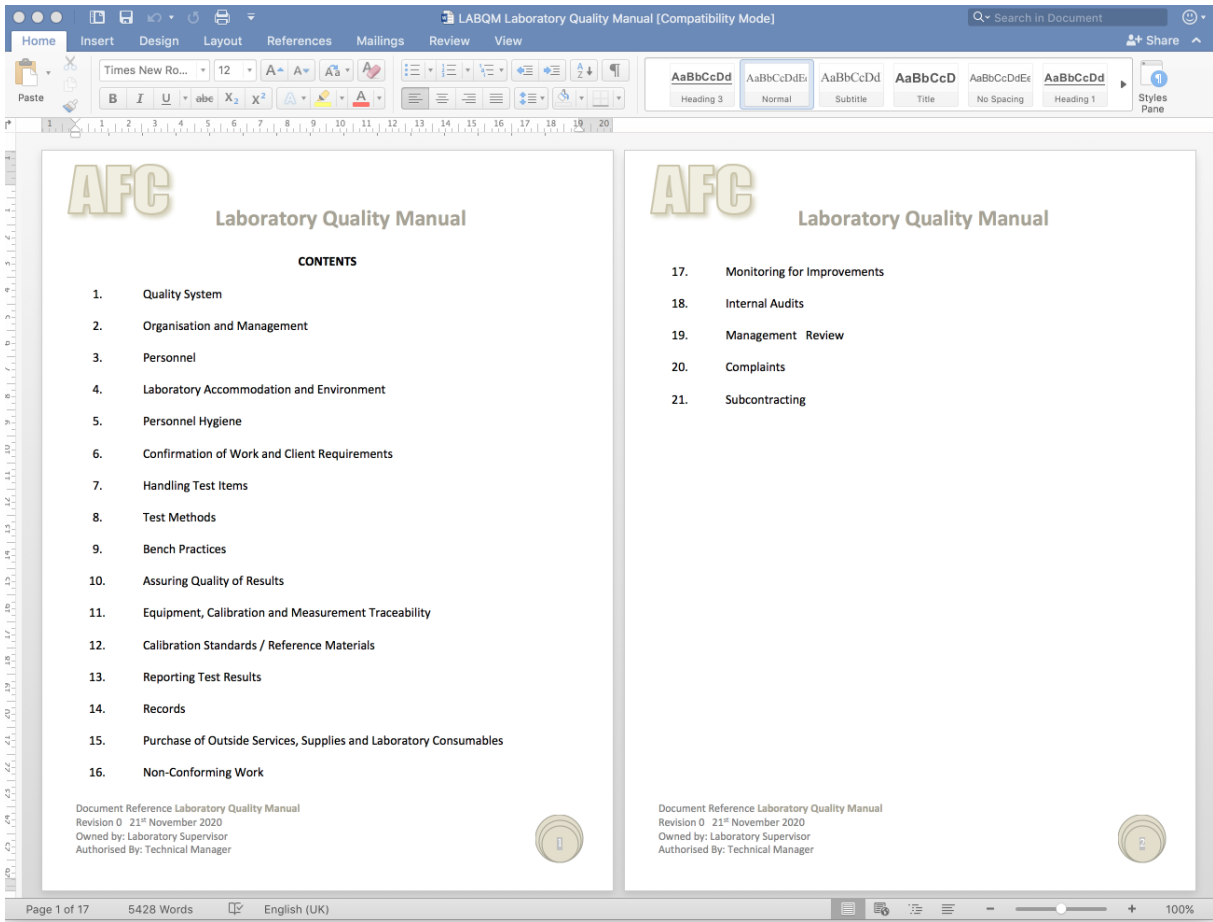
Name	Date Modified	Size	Kind
LABQM Laboratory Quality Manual.docx	23/11/2020	61 KB	Microsof...nt (.docx)
LABR 001 Laboratory Audit Form.docx	21/11/2020	47 KB	Microsof...nt (.docx)
LABR 002 Laboratory Training Form.docx	21/11/2020	32 KB	Microsof...nt (.docx)
LABR 003 Laboratory Autoclave Record.docx	21/11/2020	28 KB	Microsof...nt (.docx)
LABR 004 Microbiological Sample Plan.docx	21/11/2020	29 KB	Microsof...nt (.docx)
LABR 005 Filler Sample Plan.docx	21/11/2020	29 KB	Microsof...nt (.docx)
LABR 006 QA Sample Plan.docx	21/11/2020	28 KB	Microsof...nt (.docx)
LABR 007 Factory Sample Plan.docx	21/11/2020	41 KB	Microsof...nt (.docx)
LABR 007 Factory Sample Plan.xlsx	21/11/2020	17 KB	Microsof...ok (.xlsx)
LABR 008 Daily Balance Calibration Sheet.docx	21/11/2020	28 KB	Microsof...nt (.docx)
LABR 009 Laboratory Exception Report.docx	21/11/2020	31 KB	Microsof...nt (.docx)
LABR 010 QC Online Check Sheet.docx	21/11/2020	32 KB	Microsof...nt (.docx)
LPOL 001 Laboratory Quality Policy.docx	21/11/2020	30 KB	Microsof...nt (.docx)
LPPRO 001 Laboratory Opera...cedure for the Autoclave.docx	21/11/2020	40 KB	Microsof...nt (.docx)
MICRO 001 Enumeration of Total Viable Counts.docx	21/11/2020	34 KB	Microsof...nt (.docx)

FSSC 22000 Certification Scheme Additional Requirements Version 5.1  
 2.5.1 Management of Services and Purchased Materials include the requirement ensure that where laboratory analysis services are used for the verification and/or validation of food safety are conducted by a competent laboratory (including **both internal** and external laboratories as applicable) using validated test methods and best practices. An example given is certification to international standard ISO 17025.



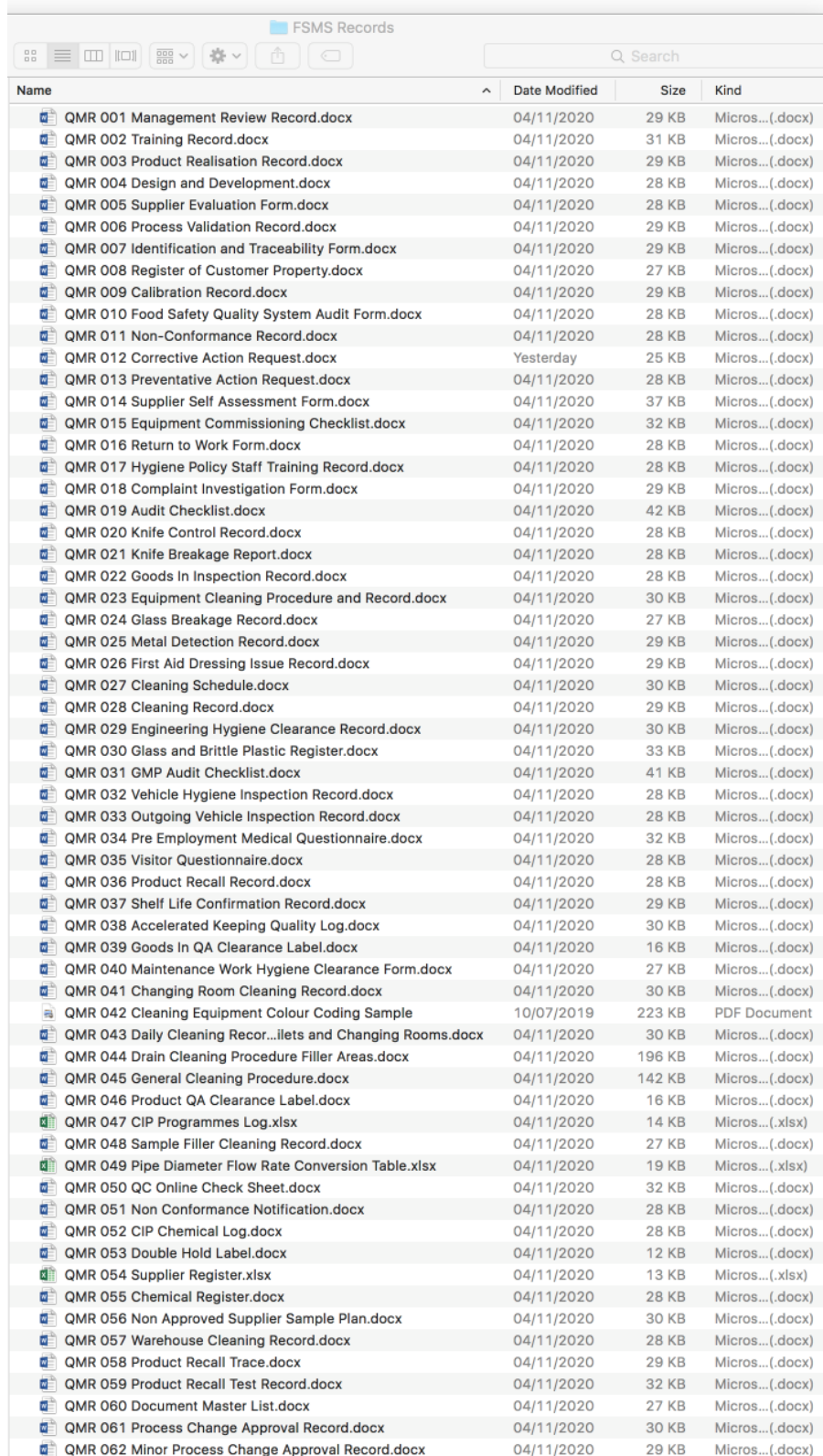
# IFSQN FSSC 22000 Food Safety Management System Start Up Guide

This Standard prescribes General Requirements for the Competence of Testing and Calibration Laboratories. A comprehensive Laboratory Quality Manual based on the requirements of ISO 17025 is provided in Microsoft Word format.



## The next folder to open is the FSMS Records Folder

There is a comprehensive range of easy to use food safety record templates:



Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 002 Training Record.docx	04/11/2020	31 KB	Micros...(.docx)
QMR 003 Product Realisation Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 004 Design and Development.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 005 Supplier Evaluation Form.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 006 Process Validation Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 007 Identification and Traceability Form.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 008 Register of Customer Property.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 009 Calibration Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 010 Food Safety Quality System Audit Form.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 011 Non-Conformance Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 012 Corrective Action Request.docx	Yesterday	25 KB	Micros...(.docx)
QMR 013 Preventative Action Request.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 014 Supplier Self Assessment Form.docx	04/11/2020	37 KB	Micros...(.docx)
QMR 015 Equipment Commissioning Checklist.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 016 Return to Work Form.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 017 Hygiene Policy Staff Training Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 018 Complaint Investigation Form.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 019 Audit Checklist.docx	04/11/2020	42 KB	Micros...(.docx)
QMR 020 Knife Control Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 021 Knife Breakage Report.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 022 Goods In Inspection Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 023 Equipment Cleaning Procedure and Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 024 Glass Breakage Record.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 025 Metal Detection Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 026 First Aid Dressing Issue Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 027 Cleaning Schedule.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 028 Cleaning Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 029 Engineering Hygiene Clearance Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 030 Glass and Brittle Plastic Register.docx	04/11/2020	33 KB	Micros...(.docx)
QMR 031 GMP Audit Checklist.docx	04/11/2020	41 KB	Micros...(.docx)
QMR 032 Vehicle Hygiene Inspection Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 033 Outgoing Vehicle Inspection Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 034 Pre Employment Medical Questionnaire.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 035 Visitor Questionnaire.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 036 Product Recall Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 037 Shelf Life Confirmation Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 038 Accelerated Keeping Quality Log.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 039 Goods In QA Clearance Label.docx	04/11/2020	16 KB	Micros...(.docx)
QMR 040 Maintenance Work Hygiene Clearance Form.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 041 Changing Room Cleaning Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 042 Cleaning Equipment Colour Coding Sample	10/07/2019	223 KB	PDF Document
QMR 043 Daily Cleaning Recor...lets and Changing Rooms.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 044 Drain Cleaning Procedure Filler Areas.docx	04/11/2020	196 KB	Micros...(.docx)
QMR 045 General Cleaning Procedure.docx	04/11/2020	142 KB	Micros...(.docx)
QMR 046 Product QA Clearance Label.docx	04/11/2020	16 KB	Micros...(.docx)
QMR 047 CIP Programmes Log.xlsx	04/11/2020	14 KB	Micros...(.xlsx)
QMR 048 Sample Filler Cleaning Record.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	04/11/2020	19 KB	Micros...(.xlsx)
QMR 050 QC Online Check Sheet.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 051 Non Conformance Notification.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 052 CIP Chemical Log.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 053 Double Hold Label.docx	04/11/2020	12 KB	Micros...(.docx)
QMR 054 Supplier Register.xlsx	04/11/2020	13 KB	Micros...(.xlsx)
QMR 055 Chemical Register.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 056 Non Approved Supplier Sample Plan.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 057 Warehouse Cleaning Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 058 Product Recall Trace.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 059 Product Recall Test Record.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 060 Document Master List.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 061 Process Change Approval Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 062 Minor Process Change Approval Record.docx	04/11/2020	29 KB	Micros...(.docx)

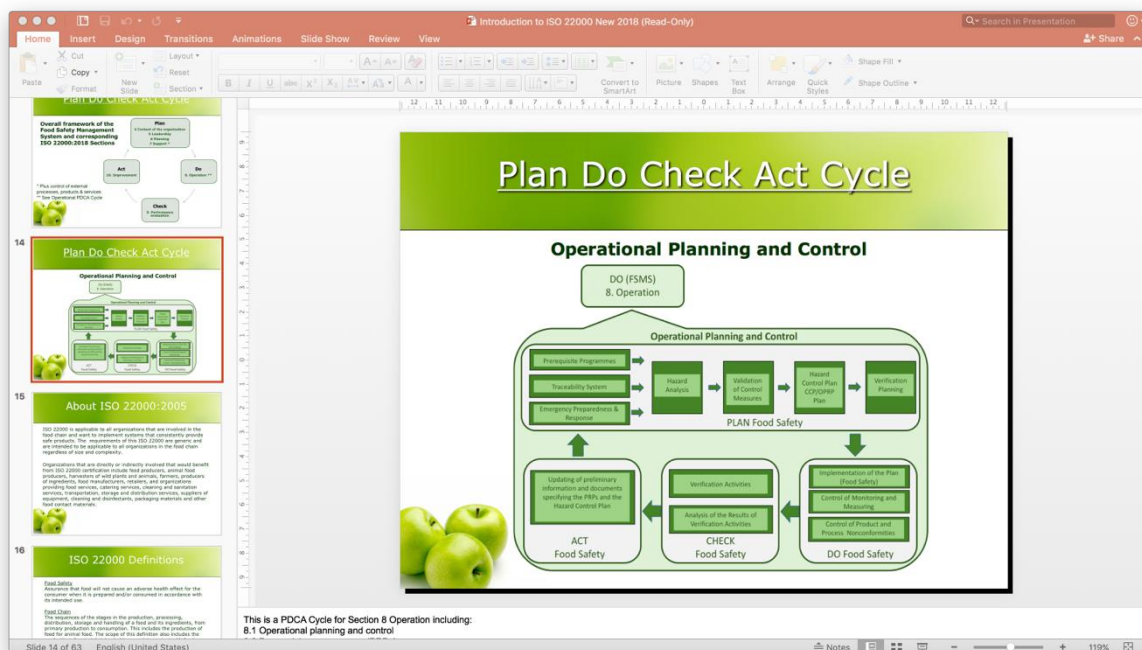
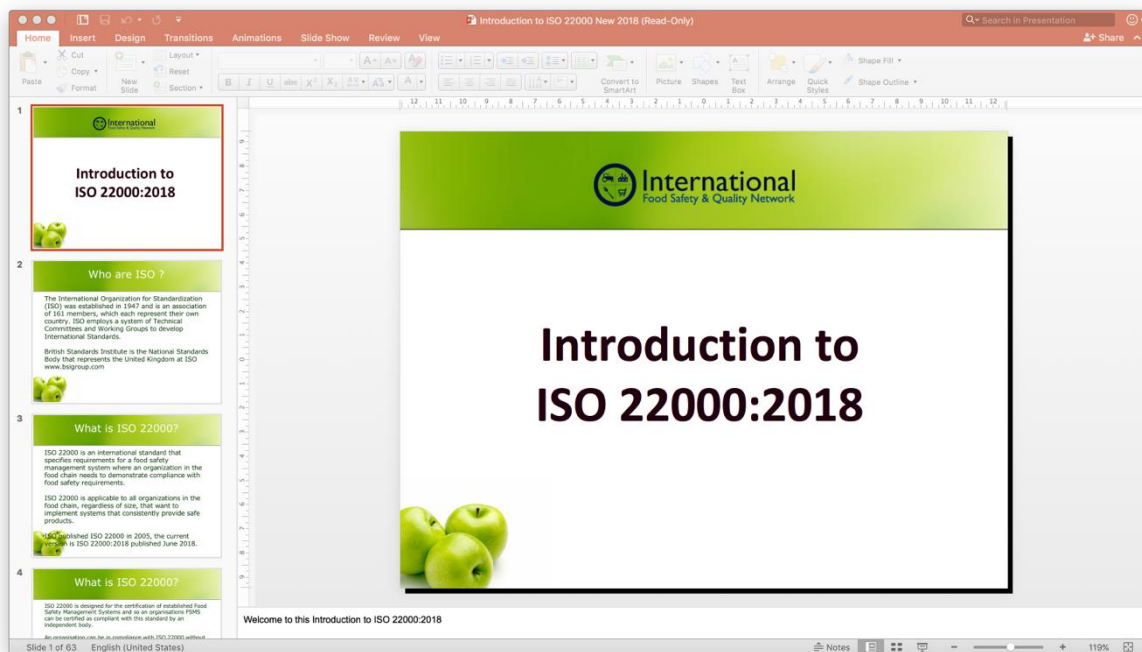


# IFSQN FSSC 22000 Food Safety Management System Start Up Guide

An extensive set of IFSQN PowerPoint Training Presentations are here:

## Introduction to ISO 22000:2018

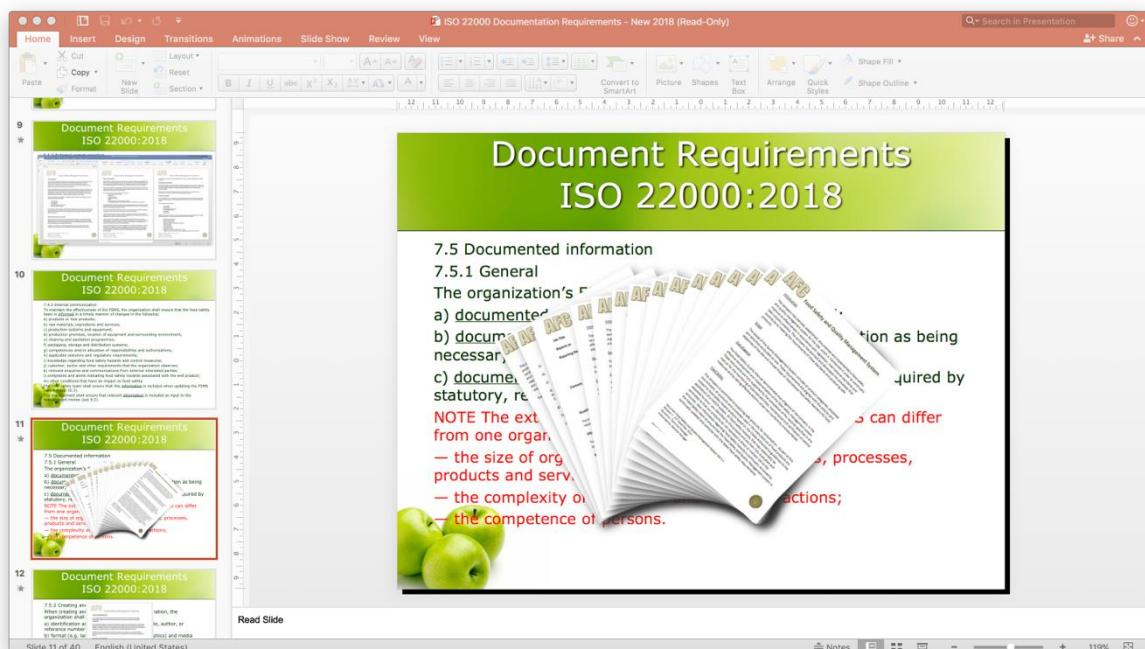
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.





## ISO 22000:2018 Documentation Requirements

The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in an ISO 22000 compliant Food Safety Management System.

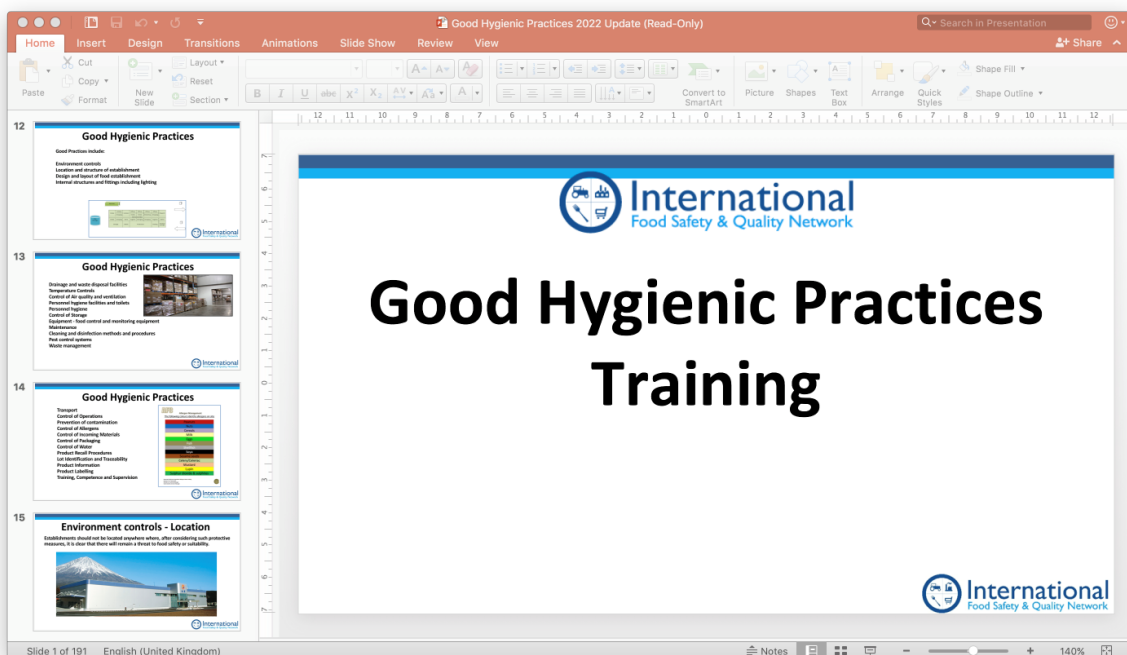




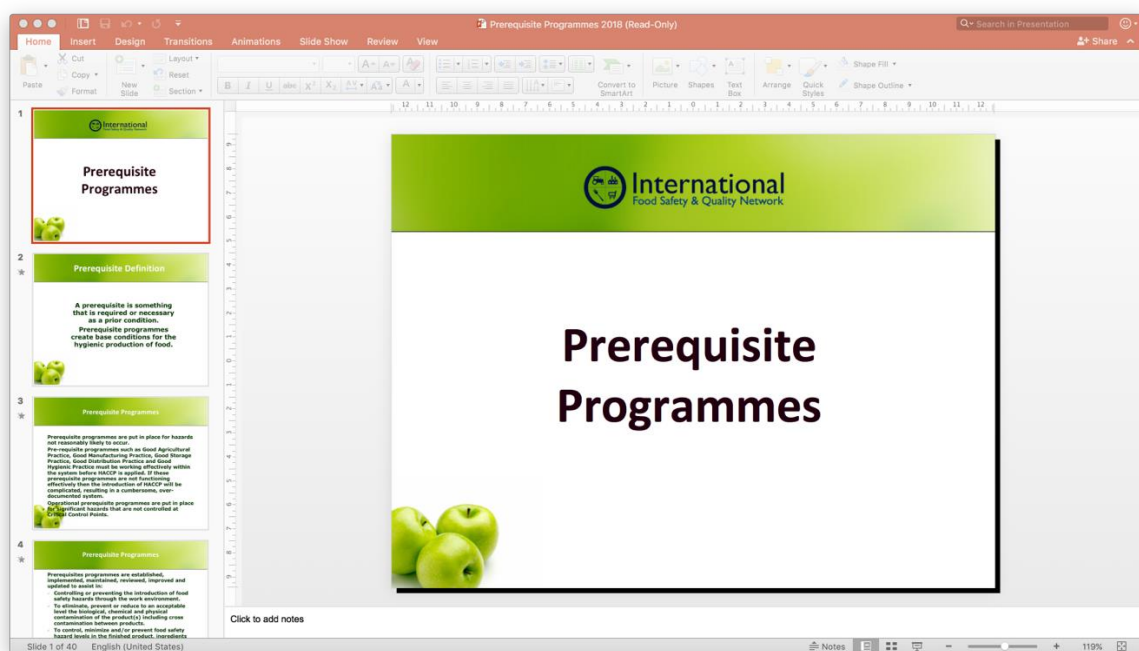
## Good Hygienic Practices/Prerequisite Programmes Training

The Prerequisite Programme documents should be edited and procedures implemented as per the plan and relevant training given. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

Updated in consideration of CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition



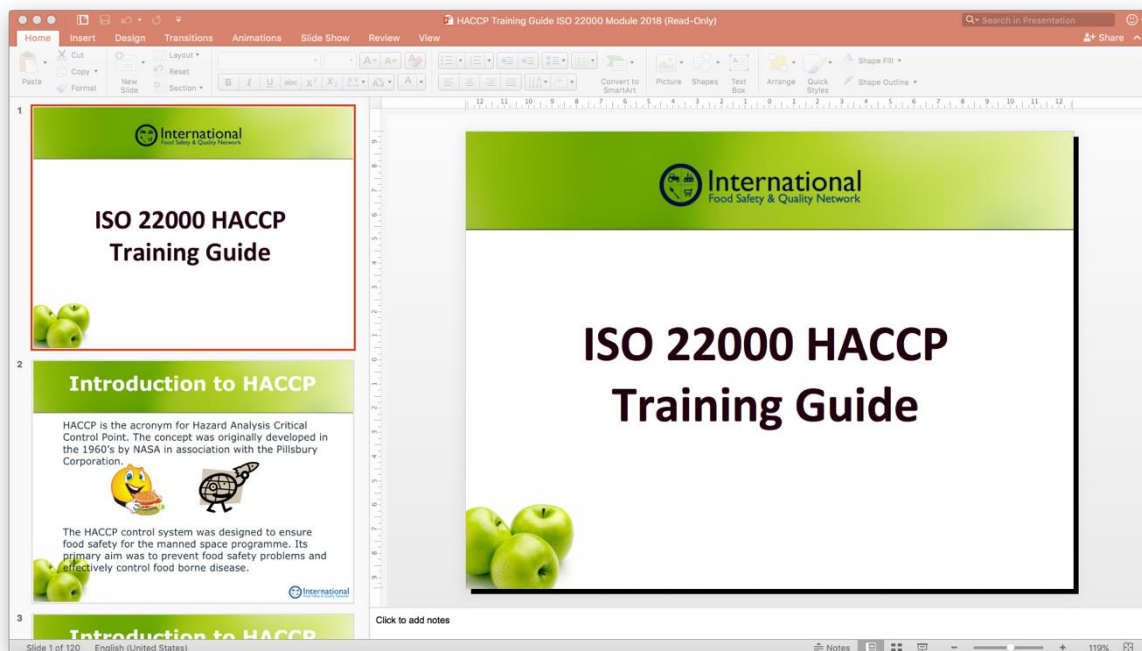
Prerequisite Programmes as per the requirements of ISO/TS 22002-1  
Prerequisite programmes on food safety -- Part 1: Food manufacturing



# IFSQN FSSC 22000 Food Safety Management System Start Up Guide

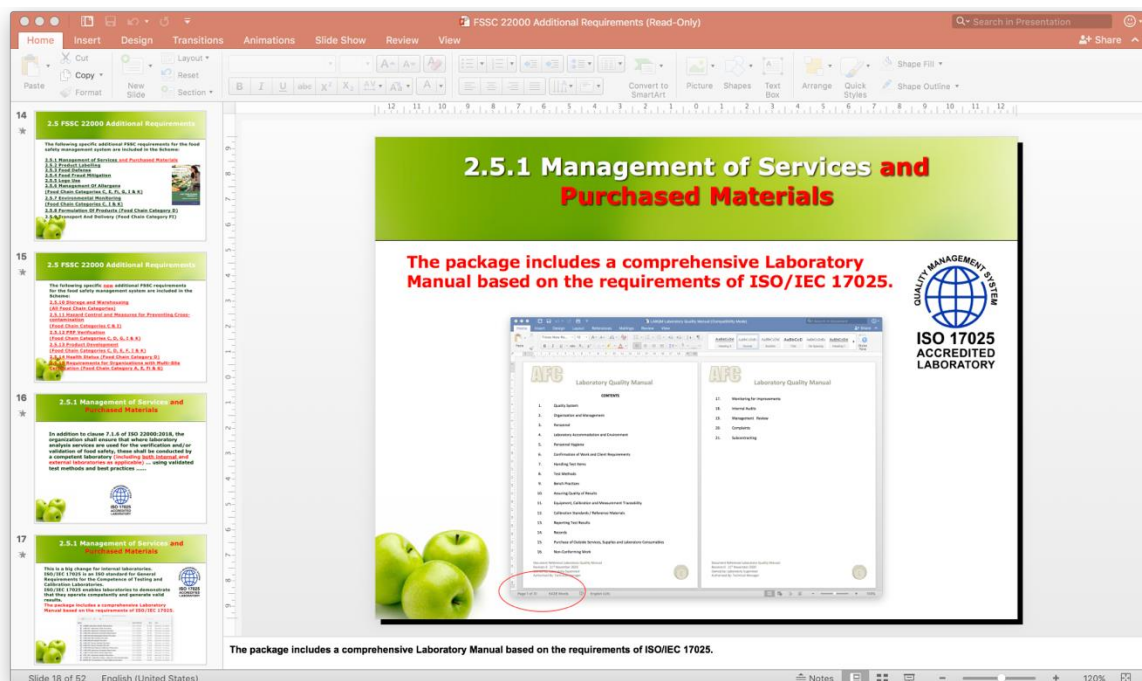
## HACCP Training Guide ISO 22000:2018 Version

An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team.



## FSSC 22000 Additional Requirements Version 5.1

A PowerPoint explanation of the FSSC 22000 Additional Requirements Version 5.1 requirements for certification and how the documents supplied comply with these additional requirements.



## GMP Auditor Training Guide

FSSC 22000 Certification Scheme Additional Requirements Version 5.1 include 2.5.12 PRP Verification and the requirement to establish, implement, and maintain routine site inspections/PRP checks. This PowerPoint training presentation of a GMP Audit/Facility Inspection System is included.

**Internal Auditor Training GMP Audits/ Inspections**

**Completing the Factory GMP Audit Form**

The bottom part is a table to summarize the agreed corrective actions. They are to be followed up and signed off when completed.

H&H CAR Number	Details	Person Responsible for Action	Target Completion Date	Completed Date	Signed Off By
001	Floor needs resealing urgently – Major NC Listeria risk in environment	Andy Supervisor	29/11/15	29/11/15	Andy Auditor
002	Waste accumulation at exit – Minor NC Increase removal schedule	Andy Supervisor	07/12/15	29/11/15	Andy Auditor
003	Loose nuts left on spray coder – Major NC Foreign body risk to product	Andy Supervisor	29/11/15	22/11/15	Andy Auditor
004	Hose pipes left on floor – Major NC Hose reels required Listeria risk of product contamination	Andy Supervisor	29/11/15	29/11/15	Andy Auditor

Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus there are verification records.

AFC

ISO 22000:2018 Audit Checklist

ISO 22000 Clause	Audit Findings
8 Operation	
8.1 Operational planning and control	
Does the organization plan, implement, control, maintain and update the processes needed to meet requirements for the realization of safe products, and to implement the actions determined in 6.1, by:	
- establishing criteria for the processes?	
- implementing control of the processes in accordance with the criteria?	
- keeping documented information to the extent necessary to have the confidence to demonstrate that the processes have been carried out as planned?	
Does the organization control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary?	
Does the organization ensure that outsourced processes are controlled (see 7.1.6)?	
8.2 Prerequisite programmes (PRPs)	
8.2.1 Has the organization established, implemented, maintained and updated PRP(s) to facilitate the prevention and/or reduction of contaminants (including food safety hazards) in the products, product processing and work environment?	
8.2.2 Are the PRP(s):	
- appropriate to the organization and its context with regard to food safety?	
- appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled?	
- implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a particular product or process?	

Document Reference ISO 22000:2018 Audit Checklist 8 Operation

Revision 1 21<sup>st</sup> June 2018

Owned by: Technical Manager

Authorised By: General Manager

AFC

Supplier Approval and Monitoring

Supplier Approval and Monitoring Verification Audit	Audit Findings
Auditor Name	
Date	
Site Standard	
Is there an approved supplier list?	
Are suppliers who do not reliably achieve specification are either deleted or if critical to the business, are given technical support to become reliable?	
Are new suppliers are only added to the list following successful sampling and technical approval?	
When customers add a nominated supplier to the list is this nomination overruled where product safety could be jeopardised?	
Are materials and services only purchased using the Approved Supplier List?	
Are all chemicals purchased for use within the food handling facility confirmed as "food grade" by the Technical Manager?	
Is the Approved Supplier List maintained by the Technical Manager? Does the Approved Supplier List include details of the material or service the supplier is approved to supply?	
Are suppliers deleted following poor supplier audits or poor service levels?	
Are rejected suppliers kept on the supplier data file as deleted in order to help identify deleted suppliers reapplying for inclusion?	
Are all new materials age then subject to the Design and Development Procedure?	
Is the new material, service or supplier assessed by the food safety team then approved by the Technical Manager prior to supply?	

Document Reference Supplier Approval and Monitoring Verification Record PRPR 9.2

Revision 1 27<sup>th</sup> November 2020

Owned by: Technical Manager

Authorised By: General Manager

AFC

Supplier Approval and Monitoring

Are the criteria for selection, evaluation and approval of suppliers recorded?	
Is a Supplier Assurance Questionnaire completed by every supplier?	
Does the Technical Manager assess the completed questionnaire and decide if the supplier is approved, approved subject to further assessment or rejected?	
Are suppliers assessed according to a risk assessment of the supplier's ability to meet quality and food safety expectations, requirements and specifications by the Technical Manager?	
Are supplier controls in place to ensure Pesticide and Veterinary Residues do not exceed published MRLs?	
Are Key suppliers critical to food safety are audited at least annually.	
Do suppliers required to provide a suitable specification for the products or services they are providing or complete the Company Specification form?	
Does the Technical Department review the completed specification for acceptability?	
Are specifications authorised by the Technical Manager and held in the purchased products and services specification file?	
Are up to date approved specifications that have been agreed with the supplier is available for each material or service purchased?	
Do these specifications clearly define all the requirements of supply including packaging and delivery arrangements?	
When a Critical New Supplier, Service or Material is initially approved by is an extraordinary testing schedule issued to ensure that the material or service conforms to requirements?	
Does the Technical Manager review the performance of the supplier within a specified trial period and	

Document Reference Supplier Approval and Monitoring Verification Record PRPR 9.2

Revision 1 27<sup>th</sup> November 2020

Owned by: Technical Manager

Authorised By: General Manager

AFC

Supplier Approval and Monitoring

decide upon the level of ongoing supplier performance monitoring?	
Is the performance of all suppliers monitored on an ongoing basis by auditing, inspection of deliveries and sampling of materials to confirm conformance to specifications?	
Are all supplier non-conformances are reported to the Technical Manager?	
Is a performance file by supplier, including all incidents that relate to food safety and product quality maintained by the Purchasing department?	
Is there a review of supplier performance reviewed at least annually?	

Document Reference Supplier Approval and Monitoring Verification Record PRPR 9.2

Revision 1 27<sup>th</sup> November 2020

Owned by: Technical Manager

Authorised By: General Manager



ISO 22000 Audit Plan with Risk Rating

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ISO 22000 Audit Planner												
2													
3	High Risk - Quarterly Audits												
4	Medium Risk - Six Monthly Audits												
5	Low Risk - Annual Audit												
6													
7		January	February	March	April	May	June	July	August	September	October	November	December
8	4 Context of the organization												
9	FSMS 4.1 Understanding the organization and its context												
10	FSMS 4.2 Understanding the needs and expectations of interested parties												
11	FSMS 4.3 Determining the scope of the food safety management system												
12	FSMS 4.4 Food safety management system												
13	5 Leadership												
14	FSMS 5.1 Leadership and commitment												
15	FSMS 5.2 Policy												
16	FSMS 5.3 Organizational roles, responsibilities and authorities												
17	6 Planning												
18	FSMS 6.1 Actions to address risks and opportunities												
19	FSMS 6.2 Objectives of the food safety management system and planning to achieve												
20	FSMS 6.3 Planning of changes												
21	7 Support												
22	FSMS 7 Support												
23	FSMS 7.4 Communication												
24	FSMS 7.5 Documented information												
25	8 Operation												
26	FSMS 8.1 Operational planning and control												
27	FSMS 8.2 Prerequisite programmes (PRPs)												
28	FSMS 8.3 Traceability system												
29	FSMS 8.4 Emergency preparedness and response												
30	FSMS 8.5.1 Preliminary steps to enable hazard analysis												
31	FSMS 8.5.2 Hazard analysis												
32	FSMS 8.5.3 Validation of control measure(s) and combinations of control												
33	FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)												
34	FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan												
35	FSMS 8.7 Control of monitoring and measuring												
36	FSMS 8.8 Verification related to PRPs and the hazard control plan												
37	FSMS 8.9 Control of product and process nonconformities												
38	FSMS 8.9.5 Withdrawal/recall												
39	9 Performance evaluation												
40	FSMS 9.1 Monitoring, measurement, analysis and evaluation												
41	FSMS 9.2 Internal audit												
42	FSMS 9.3 Management review												
43	10 Improvement												
44	FSMS 10 Improvement												
45													

ISO 22002 Audit Plan with Risk Rating

ISO 22000 Audit Plan with Risk Rating													
Home Insert Page Layout Formulas Data Review View													
Calibri (Body) 12													
General Conditional Formatting Insert Editing													
A1 TS ISO 22002 Prerequisites Audit Schedule with Risk Rating													
1	TS ISO 22002 Prerequisites Audit Schedule with Risk Rating												
2													
3	High Risk - Quarterly Audits												
4	Medium Risk - Six Monthly Audits												
5	Low Risk - Annual Audit												
6													
7		January	February	March	April	May	June	July	August	September	October	November	December
8	Section 4. Construction and layout of buildings												
9	4.1 General requirements												
10	4.2 Environment												
11	4.3 Locations of establishments												
12	Section 5. Layout of premises workspace												
13	5.1 General requirements												
14	5.2 Internal design, layout and traffic patterns												
15	5.3 Internal structures												
16	5.4 Location of equipment												
17	5.5 Laboratory facilities												
18	5.6 Temporary/mobile premises and vending												
19	5.7 Storage of food, packaging materials, ingredients and food additives												
20	Section 6. Utilities - air, water, energy												
21	6.1 General requirements												
22	6.2 Water supply												
23	6.3 Boiler chemicals												
24	6.4 Air quality ventilation												
25	6.5 Compressed air and other gases												
26	6.6 Lighting												
27	Section 7. Waste disposal												
28	7.1 General requirements												
29													





## **Free online support via e-mail**

Finally, remember that we provide online support and expertise to guide you in developing your FSSC 22000 Food Safety Management System.

[Contact us if you require assistance in any of these stages, support is included free of charge with our implementation packages](#)